

**State of Illinois
Department of Central Management Services
Bureau of Personnel
Springfield, Illinois 62706**

Supplementary Examination Announcement

PUBLIC SERVICE ADMINISTRATOR – 37015

Monthly Salary Range: \$3116 - \$9765

Options:

	<u>Language Options</u>
1 General Administration/Business/Marketing/ Labor/Personnel	MC1, SS1, CH1 and PO1
3 Management Information Systems/Data Processing/ Telecommunications	SS3
6 Health and Human Services	MC6, SS6 and PO6
6C Health Statistics	
6F Infectious Disease	
8N Registered Nurse License	S8N and P8N

NOTE: Use the CMS 100 application. A separate application must be used when applying for multiple options (Option 1, 6, 6C, etc.). However, language options may be listed on the same application as the primary option (e.g., PSA, Option 1, SS1, CH1, etc).

General duties: A Public Service Administrator organizes, plans, executes, controls, and evaluates the operation of a supportive program related to one of the functional options; establishes priorities among assignments, establishes times of completion and quantity/quality of work products/services; identifies and discusses program projects, problems and issues; supervises subordinate staff, monitors and evaluates performance, and recommends disciplinary action; monitors budgetary expenditures by program area and may assist in developing program narratives and justification used in budgetary process; may assist a higher level manager in an equivalent line or staff capacity; develops and maintains ongoing communications with private and public organizations, officials of other agencies, or officials of other states and the federal government; responds to oral and written inquiries concerning programs, agency policies, rules and regulations; appears at public hearings as required; speaks before various groups to explain/interpret program philosophy and requirements.

The requirements for minimal passing grade are as follows:

Training and Experience: Completion of four years of college, plus three years of progressively responsible administrative experience in a public or business organization including 1 year administrative experience directly related to the option applied for; or equivalent combinations of training and experience. Specific requirements vary by position and relate to the position's duties and responsibilities as defined by the agency of employment and as approved by the Director of Central Management Services or his/her designee. Candidates applying for option 8N should have copy of valid Illinois license/certificate attached to application. **NOTE:** All licenses/certificates must be current and valid in Illinois.

Tests and weights: Training and experience 100%.

Length of eligibility period: One year.

Language Option Descriptions:

CH1 – Chinese Speaking PO1, PO6 and P8N – Polish Speaking SS1 and SS3 - Spanish Speaking

At the time of the job interview, the eligible will be required to exhibit the ability to understand and speak the designated language and English fluently. Failure to exhibit this ability will result in disqualification for this option.

MC1 Manual Communication Skills: At the time of the job interview, the eligible will be required to exhibit the ability to communicate effectively with the deaf by utilizing American Sign Language concepts and manual communication skills. Failure to exhibit these abilities will result in disqualification for these options.

Counties and/or Regions in which positions are established by options:

Option 1 – Adams, Brown, Champaign, Christian, Clay, Clinton, Cook (CH)(PO)(SS), Crawford, Douglas, DuPage (PO)(SS), Effingham, Fayette, Fulton, Henry, Jefferson, Jersey, Johnson, Kane (SS), Kankakee (SS), Knox, Lake, LaSalle, Lawrence, Lee, Livingston, Logan, Macon, Madison, Marion, McDonough, McHenry, McLean, Mercer, Monroe, Montgomery, Morgan (MC), Peoria, Perry, Randolph, Rock Island, Saline, Sangamon (MC) (SS), Schuyler, St. Clair, Stephenson, Tazewell, Union, Vermillion, Whiteside, Will, Williamson, Winnebago.

Option 3 – Cook (SS), Madison, Sangamon, Schuyler, Will.

Option 6 – Adams, Alexander, Cass, Champaign, Christian, Clinton, Coles, Cook (MC)(SS), DeKalb, DuPage (SS), Effingham, Franklin, Fulton, Henry, Jackson, Jefferson, Jersey, Kane (SS), Kankakee, Knox, Lake (SS), LaSalle, Lee (MC), Livingston, Logan, Macon, Macoupin, Madison, Marion, Massac, McDonough, McHenry, McLean, Montgomery, Morgan(MC), Ogle, Peoria, Perry (SS), Randolph, Richland, Rock Island, Saline, Sangamon (MC) (SS), Schuyler, St. Clair, Stephenson, Tazewell, Union, Vermillion, Whiteside, Will (SS), Williamson, Winnebago (SS).

Option 6C – Cook, Sangamon.

Option 6F – Champaign, Cook, DuPage, Madison, Peoria, Sangamon, Williamson, Winnebago.

Option 8N – Adams, Brown, Champaign, Christian, Clinton, Cook (PO) (SS), Crawford, DuPage, Fayette, Fulton, Henry, Jefferson, Johnson, Kane, Kankakee, Knox, Lake, LaSalle, Lawrence, Lee, Livingston, Logan, Macon, Madison, McLean, Montgomery, Morgan (MC), Peoria, Perry, Randolph, Rock Island, St. Clair, Saline, Sangamon, Tazewell, Union, Will, Williamson, Winnebago.

(CH) Indicates Chinese Speaking Option is also established in that county.

(MC) Indicates Manual Communication Skills Option is also established in that county.

(PO) Indicates Polish Speaking Option is also established in that county.

(SS) Indicates Spanish Speaking Option is also established in that county.

Counties and/or Regions listed include all counties in which positions have been established, and do not represent immediate openings. This listing is based on information currently available and is subject to change.

PUBLIC SERVICE ADMINISTRATOR, OPTION 3: MIS/Data Processing/Telecommunications

General duties: A Public Service Administrator – Option 3 is responsible for managing a small section of systems analysts and/or programmer analysts engaged in performing a full range of systems analysis functions ranging from design and development to maintenance and enhancements of systems. This employee plans work schedules and sequences of operations to assure an even flow and distribution of work, the expeditious handling of priority cases and the meeting of schedules and deadlines. The employee also evaluates need and makes recommendations concerning the maintenance or replacement of equipment and the maintenance and safety of the operations area.

The requirements for a minimal passing grade are as follows:

Training and Experience: Requires knowledge, skill and mental development equivalent to completion of four years of college, preferably with courses in business or public administration. Requires prior experience equivalent to three years of progressively responsible administrative experience in the functional fields of management information systems / data processing or telecommunications.

Tests and weights: Training and experience 100%.

Length of eligibility period: One year.

Option SS3 - Spanish Speaking: At the time of the job interview, the eligible will be required to exhibit the ability to understand and speak Spanish and English fluently. Failure to exhibit this ability will result in disqualification for this option.

Counties in which positions are established: Cook (SS), Madison, Sangamon, Schuyler, Will.

(SS) Indicates Spanish Speaking Option is also established in that county.

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PUBLIC SERVICE ADMINISTRATOR, OPTION 6: Health & Human Services

General duties: A Public Service Administrator – Option 6 specializes in the Health and Human Services field, working in a Health and Human Services agency such as Department of Human Services, Department of Children and Family Services, Department of Public Health, Department of Corrections, Department of Healthcare & Family Services, Department of Aging, etc. An employee in this job is responsible for administrative duties such as operational activities, policy making issues, legislative review and fiscal direction as well as establishing constructive working relationships with government officials.

The requirements for a minimal passing grade are as follows:

Training and Experience: Requires knowledge, skill and mental development equivalent to completion of four years of college, preferably with courses in business or public administration. Requires prior experience equivalent to three years of progressively responsible administrative experience in the health or human services field.

Tests and weights: Training and experience 100%.

Length of eligibility period: One year.

Option MC6 - Manual Communication Skills: At the time of the job interview, the eligible will be required to exhibit the ability to communicate effectively with the deaf by utilizing American Sign Language concepts and manual communication skills. Failure to exhibit these abilities will result in disqualification for this option.

Option PO6 – Slavic (Polish) Speaking: At the time of the job interview, the eligible will be required to exhibit the ability to understand and speak Slavic (Polish) and English fluently. Failure to exhibit this ability will result in disqualification for this option.

Option SS6 - Spanish Speaking: At the time of the job interview, the eligible will be required to exhibit the ability to understand and speak Spanish and English fluently. Failure to exhibit this ability will result in disqualification for this option.

Counties in which positions are established: Adams, Alexander, Bureau, Cass, Champaign, Christian, Clinton, Coles, Cook (MC)(PO)(SS), DeKalb, DuPage (SS), Effingham, Franklin, Fulton, Henry, Jackson, Jefferson, Jersey, Kane (SS), Kankakee, Knox, Lake (SS), LaSalle, Lee (MC), Livingston, Logan, Macon, Macoupin, Madison, Marion, Massac, McDonough, McHenry, McLean, Montgomery, Morgan (MC), Ogle, Peoria, Perry (SS), Randolph, Richland, Rock Island, Saline, Sangamon (MC) (SS), Schuyler, St. Clair, Stephenson, Tazewell, Union, Vermillion, Whiteside, Will (SS), Williamson, Winnebago (SS).

(MC) Indicates Manual Communication Skills Option is also established in that county.

(PO) Indicates Polish Speaking Option is also established in that county.

(SS) Indicates Spanish Speaking Option is also established in that county.

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PUBLIC SERVICE ADMINISTRATOR, OPTION 6C: Health Statistics ***

General duties: A Public Service Administrator option 6C (demographer) functions as the State Demographer in the Federal-State cooperative for Population Estimates (FSCPE) and represents the Illinois Department of Public Health and Governor's Office in dealings with U.S. Bureau of the Census managing and evaluating demographic research activities of a highly complex, scientific, technical and social nature; develops and implements a management plan for highly technical mathematical models and statistical methodologies in the preparation of population estimates, scientific reports and documents.

A Public Service Administrator option 6C (quantitative researcher/epidemiologist) develops, designs, and conducts highly technical planning and analytical studies of highly complex agency-wide health surveillance systems and scientific research projects in the field of chronic disease epidemiology with special focus on cancer, birth defects, occupational disease and injuries, and maternal child health; performs and coordinates scientific investigations and specialized surveillance activities statewide using data from the Illinois Health and Hazardous Substances Registry and other available databases from other institutions or agencies; develops and implements public policy and linkages of department programs; supervises, assigns, coordinates, and provides direction and guidance to a professional staff engaged in the timely collection, assembly, analysis, and evaluation of programs, policies and operations related to studies on exposure to hazardous toxic substances with appropriate review of study design and scientific literature.

A Public Service Administrator option 6C (policy analyst) performs and coordinates highly complex and specialized research and analytical work relating to health issues and the economy of the State of Illinois and substate areas; designs and develops techniques and methodology of research, statistical analysis and reporting of financial and economic data; investigates and evaluates current economic literature related to health policy.

Provides general direction to formation of state health plan for statewide disease and injury prevention, detection and treatment priority programs and to staff involved in database development, epidemiologic analysis and formation of community health plans to improve disease and injury prevention, detection and treatment programs; conducts complex research studies.

Plans, directs, and coordinates a statewide program to conduct local health needs assessments and develop community and statewide health plans to improve the quality of state and local prevention, detection and treatment programs for health care reform.

The requirements for a minimal passing grade are as follows:

Training and Experience: Requires possession of a Bachelor's degree in epidemiology, public health, demography, bio-statistics, sociology, psychology, anthropology, economics or related social science research field from an accredited university PLUS four years of professional experience in applied epidemiology, bio-statistics, or in population or community health assessments, or a related field. It is highly desirable that this professional experience provide:

(1) The ability to conduct surveillance and investigations to identify the magnitude of community health problems, duration, trends, location and populations at risk: (2) to utilize statistical software such as SAS, SUDANN, SPSS or EpiInfo: (3) to write reports/manuscripts, create and deliver presentations.

Test and weights: Training and Experience 100%

Length of eligibility period: One year.

Counties in which positions are established: Cook, Sangamon.

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PUBLIC SERVICE ADMINISTRATOR, OPTION 6F: Infections Disease *
(TB, HIV/AIDS, Communicable Diseases, Immunization/Vaccine, Preventable Diseases)**

General duties: A Public Service Administrator opt 6F, under direction, reviews information about new outbreaks, assures that information is given to local health departments to appropriately guide their investigations; provides technical assistance through regional staff to local health department personnel on investigation of outbreaks; applies epidemiologic principles to the design, implementation and evaluation of outbreak investigations; maintains a computer database of records of outbreaks; assures documentation is submitted; reviews completed outbreak files; determines if a vehicle can be established as the source of outbreak.

A Public Service Administrator opt 6F, under administrative direction, develops, directs, coordinates and supervises the delivery of infectious diseases health education/risk reduction programs to targeted populations such as sexually active adults, intravenous drug users, school age youth and racial/ethnic minority populations throughout the State; develops standards for the delivery of health education/risk reduction programs; develops and utilizes professional channels of communication with federal, state and other agencies to gain technical skill and knowledge.

A Public Service Administrator opt 6F, under direction, serves as the Statewide coordinator of the Infectious Disease Surveillance Program responsible for direction, coordination and supervision of staff implementing activities necessary to meet state and federal requirements concerning the reporting, follow-up and evaluation of surveillance-related information; analyzes infectious disease reporting systems within the public and private sector to identify deficiencies and develops strategies to improve them.

The requirements for a minimal passing grade are as follows:

Training and Experience: Requires possession of a Bachelor's degree in public health, registered nursing, microbiology, sociology, anthropology, veterinary medicine, biology, psychology, chemistry, epidemiology or a related field PLUS four years of professional experience in communicable disease or infectious disease surveillance and/or control programs at the local, state or federal level. It is highly desirable that the professional experience provide: (1) ability to investigate individual cases and epidemics of communicable disease; (2) ability to participate in the investigation analysis/evaluation of outbreaks of communicable disease.

Tests and weights: Training and experience 100%.

Length of eligibility period: One year.

Counties in which positions are established: Champaign, Cook, DuPage, Madison, Peoria, Sangamon, Williamson, Winnebago

Counties listed include all counties in which positions have been established, and do not represent immediate openings. This listing is based on information currently available and is subject to change.

PUBLIC SERVICE ADMINISTRATOR, OPTION 8N: Registered Nurse License

General duties: A Public Service Administrator – Option 8N is responsible for supervising a staff of professional nurses involved in providing care for recipients or clients. The employee in this position prepares the work assignments of subordinate staff and changes or revises staff assignments to assure adequate nursing coverage according to patient load or employee absenteeism. The employee reviews and approves requests for time off from work, monitors and evaluates the performance of assigned staff and prepares periodic individual performance evaluations. The employee also provides constructive criticism and demonstrates proper patient care techniques to assigned staff.

PUBLIC SERVICE ADMINISTRATOR, OPTION 8N (continued)

The requirements for a minimal passing grade are as follows:

Training and Experience: Requires knowledge, skill and mental development equivalent to completion of four years of college, preferably with courses in business or public administration. Requires prior experience equivalent to three years of progressively responsible administrative experience. Requires proof of licensure as Illinois Registered Nurse.

Tests and weights: Training and experience 100%.

Length of eligibility period: One year.

Option P8N – Slavic (Polish) Speaking: At the time of the job interview, the eligible will be required to exhibit the ability to understand and speak Slavic (Polish) and English fluently. Failure to exhibit this ability will result in disqualification for this option.

Option SS--Spanish Speaking: At the time of the job interview, the eligible candidate will be required to demonstrate the ability to understand and fluently speak Spanish and English. Failure to exhibit this ability will result in disqualification for this option.

Counties in which positions are established: Adams, Brown, Champaign, Christian, Clinton, Cook (PO) (SS), Crawford, DuPage, Fayette, Henry, Jefferson, Johnson, Kane, Kankakee, Knox, Lake, LaSalle, Lawrence, Lee, Livingston, Logan, Macon, Macoupin, Madison, McLean, Montgomery, Morgan, Peoria, Perry, Randolph, Rock Island, St. Clair, Saline, Sangamon, Tazewell, Union, Will, Williamson, Winnebago.

(PO) Indicates Polish Speaking Option is also established in that county.

(SS) Indicates Spanish Speaking Option is also established in that county.

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YOU NEED NOT APPEAR AT A TEST CENTER FOR THESE EXAMINATIONS.

Apply by sending a completed application (CMS 100) to the Department of Central Management Services, Bureau of Personnel, Room 500, Stratton Office Building, Springfield, IL 62706. Log on to the CMS website at <http://work.illinois.gov> for more information. Your training and experience will be evaluated from the information provided on your application.

3-1-97 Acceptable Lic., 5-15-97 Add Lic./Cert., 8-16-94 Opt SS1-S8, BBR Salary 7-1-13, Counties Updated 7-20-16, Grade Statement Added 5-7-02, added Option 3, 6E, and 8H 08-20-07; updated options and application information 4-16-10 (RC-063-24B \$6141-9472; RC-063-24Q \$6419-9900; RC-063-24S \$6499-9988 Salaries updated 7-1-15)
Options 6, 6E and 8H moved to closed testing (Group B) 1-1-11, Option 6 moved back to continuous testing (Group A) 4-1-12, HI option added 10-22-13, Clarified application process for PSA options 12-13-14, Deleted HI Opt 8-5-14, Added PO6 8-21-15; County changes 11-18-16; County Update 12/15/16; counties updated 1-27-17; Counties Updated 2-27-17; counties updated 4-21-17; Counties updated 6-26-17